

New: 4/08	ARIZONA DEPARTMENT OF EDUCATION GUIDELINES & PROCEDURES	NO. GE-18
SUPERSEDES: Previous		SHEET 1 of 3
SUBJECT: AMENDED INSTRUCTIONAL HOURS AND PROGRAMS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: General As item: GE-18

I. PURPOSE

The purpose of this guideline is to clarify what qualifies for classroom instruction hours and the procedure for instances where school districts and/or charter holders do not meet the statutorily mandated annual instruction hours.

II. GUIDELINE

- a. A student must be enrolled in an instructional program that meets for the required annual classroom instructional hours per grade as specified in A.R.S. §§ 15-901(A)(2)(a), -(b) and -(c). A less than full time instructional program must be prorated in accordance with A.R.S. § 15-901(A)(2)(a). The statutorily mandated annual instructional hours for FY 2005-2006 and each fiscal year thereafter are as follows:

Grade Level	Minutes per Week	Hours per Year
Preschool	360	
Kindergarten		356
1, 2 and 3		712
4, 5 and 6		890
7 and 8		1,068
9, 10, 11 and 12		720

- b. A full time instructional program for grades 9 through 12 must meet at least 720 hours for the minimum number of days required and include at least 4 subjects each of which, if taught each school day for the minimum number of days required in a school year, would meet a minimum of 123 hours per year, or the equivalent, or one or more subjects taught in amounts of time totaling at least 20 hours per week prorated for any week with fewer than five school days. A.R.S. § 15-901(A)(2)(c)(vi). There are two statutory exceptions to paragraph II(b), above. They are:
 - i. School districts operating an approved alternative education program may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week. A.R.S. §§ 15-796, -97. School districts operating an approved alternative education program are required to provide the annual number of hours of instruction contained in A.R.S. § 15-901.

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- ii. Charter schools operating on an approved alternative calendar may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week. A.R.S. §§ 15-183, -797. Charter schools operating on an approved alternative calendar are required to provide the annual number of hours of instruction contained in A.R.S. § 15-901.
- c. According to A.R.S. § 15-101(8), a “course” is defined as organized subject matter in which instruction is offered within a given period of time and for which credit toward promotion, graduation or certification is usually given. A course consists of knowledge selected from a subject for instructional purposes in the schools. A “subject” is defined in Arizona law as a division or field or organized knowledge, such as English or mathematics, or a selection from an organized body of knowledge for a course or teaching unit, such as the English novel or elementary algebra. A.R.S. § 15-101(23).
- d. The State Board of Education prescribes the minimum course of study in required subject areas and competency requirements for specific grades in Ariz. Admin. Code R7-2-301. See the following hyperlink to view the Arizona Administrative Code cited in this Guideline: http://www.azsos.gov/public_services/Title_07/7-02.htm#Article_3. The minimum course of study in required subject areas and competency requirements for graduation from high school are listed in Ariz. Admin. Code R7-2-302 and Ariz. Admin. Code R7-2-302.04.
- e. ***Instructional hours do not include periods of the day in which an instructional program or course of study is not being offered.*** If the period of the day is not included in the State Board of Education’s approved minimum course of study, then that period of the day is *not* instructional time. See Ariz. Admin. Code R7-2-301 and R7-2-302.

Instructional time does not include:

- i. Lunch and recess pursuant to A.R.S. §§ 15-901(A)(2)(a)(i) and -901(A)(2)(b)(i).
- ii. ADE has made the determination that homeroom period, study hall periods, early release and late start hours are not instructional time.

III. PROCEDURE

If school districts or charter holders are not in compliance with the requirements for annual classroom instruction hours pursuant to A.R.S. §§ 15-901(A)(2)(a), -(b) and -(c), then annual equalization funding will be prorated accordingly.

Example:

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A school with deficient annual hours will have their reported membership decreased based on the actual amount of instruction hours provided compared to the required annual hours. For instance, a school that provides 90 % of the required hours will have the reported membership days reduced by 10 %, thus ADM will be reduced by 10 %. Annual equalization will be based on this revised ADM.